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Economic and Social Council

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Ninth United Nations Conference on the Standardization of Geographical Names
New York, 21-30 August 2007

Documentation for the Conference

Note by the Secretariat

I. Deadline and language of documents

1. The official languages of the United Nations, Arabic, Chinese, English, French, Russian and Spanish, will be the official languages of the Conference. English, French and Spanish will be the working languages of the Conference. Governments are asked to forward to the United Nations Secretariat, at their earliest convenience but not later than 15 June 2007, documents (in one of the working languages) prepared in support of items on the provisional agenda of the Conference.

2. It is vital that Governments and experts comply with the above deadline so that their papers may be officially issued and made accessible before the convening of the Conference, through the United Nations Statistics Division, on the website of the United Nations Group of Experts on Geographical Names (UNGEGN) (http://unstats.un.org/unsd/geoinfo).

II. Formatting and presentation of documents

3. Documents may be e-mailed to the United Nations Secretariat (see e-mail addresses listed in para. 10 below) using either Microsoft Word or portable document format (PDF). Alternatively, documents may be sent to the Secretariat by regular mail. Documents must be printed on consecutively numbered pages, with margins of at least 2.5 cm (1 inch) on all four sides. A diskette or CD containing a copy of the text must be attached and the word processing programme used must be indicated. It is essential that documents be kept to a reasonable length, not exceeding 10 pages. The item of the provisional agenda (E/CONF.98/1) under which the paper is to be presented should also be indicated.

4. Each document should be accompanied by a summary, which should not exceed half a page. Documents will be distributed in the official language(s) of the

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United Nations in which they are received and summaries will be translated and distributed in the other official languages. Please note that acronyms and abbreviations must always be spelled out the first time they appear: in cases where a large number of acronyms and abbreviations are used, they should be presented in a list at the beginning of the document.

5. Prior arrangements must be made with the Secretariat for any special presentation that requires computer-projector (for example, PowerPoint) or other audio-visual equipment.

III. Illustrations

6. Governments wishing to have multicolour or oversize illustrations distributed at the Conference (rather than only being available as part of their submissions on the UNGEGN website) should send 250 copies of each illustration to the UNGEGN secretariat.

IV. National reports

(Item 4 of the provisional agenda)

7. In accordance with resolution 7 of the Fifth United Nations Conference on the Standardization of Geographical Names, Governments are requested to adhere to the following guidelines in drafting their national reports on progress made since the Eighth United Nations Conference on the Standardization of Geographical Names. National reports should include the following:

(a) A one-page summary outlining the main issues discussed;

(b) Background information or an historical sketch (only for countries that did not present national reports at previous conferences);

(c) A discussion of goals and national programmes;

(d) A discussion of problems, solutions and achievements during the reporting period;

(e) Conclusions and recommendations.

8. Some information on national standardization may be more appropriately submitted as separate papers for discussion under other agenda items.

V. Report of the Conference

9. A one volume report of the Conference will be issued. Technical documents received by the deadline will be made available on the UNGEGN website.

10. Correspondence should be addressed to the following official at the UNGEGN secretariat:

Mr. Yacob Zewoldi
United Nations Statistics Division
2 United Nations Plaza, DC2-1644
New York, NY 10017
USA

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